

SUBJECT: Training	NUMBER: 1-18.03
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: PER.05.03, PER.05.04, TRN.01.01, TRN.02.01, TRN.02.02, TRN.02.03, TRN.03.01, TRN.03.02, TRN.04.01	APPROVED: Sheriff

I. POLICY

The department has an obligation to provide a professional standard of law enforcement for the County of Valencia. In fulfilling this responsibility, it is essential that personnel are properly trained. This begins at entry level with required basic training, prior to assumption of law enforcement duties and continues throughout the deputy's career on an ongoing basis. Training is provided to accommodate department needs and to actualize the interest and concern the department has for the self-improvement and personal development of its employees.

II. TRAINING GOALS

- A. Provide job related training to all personnel.
- B. Train employees to be prepared to act decisively and correctly in a broad spectrum of situations.
- C. Enhance employee productivity and effectiveness through greater job knowledge.
- D. Foster cooperation and unity of purpose among personnel through common training.

III. RESPONSIBILITIES

- A. The Undersheriff and the training division have the following responsibilities:
 - 1. Review and revise any in-service training requirements on an annual basis and to ensure it meets the standard requirements set forth by the New Mexico Law Enforcement Academy Division.
 - 2. Ensure the training of newly promoted sworn personnel in management techniques.
 - 3. Ensure every deputy is trained frequently in policies.
 - 4. Supervise the training instructors and ensure they receive adequate training to enable them to carry out their duties.
 - 5. Coordinate with the field training officers regarding FTO training being provided.
 - 6. The department will maintain an ongoing inventory of skills, knowledge, and abilities

of each employee.

7. Records maintenance

- a) Maintain appropriate records documenting all training of deputies to include:
 - i. Title of training received
 - ii. Dates and hours of attendance
 - iii. Identification of trainers or agency presenting the course
 - iv. Names of all agency personnel receiving the training.
- b) Training, documentation and records maintenance is the responsibility of the Undersheriff and the training division. All training records are maintained by the Undersheriff and the training division.
- c) It is the responsibility of the trainee, upon completion of training from an outside source, to submit the proper documentation of such training to the training division.
- d) It is the responsibility of the training officer to update training records as needed.
- e) Any new employee coming from another agency or military must provide the Valencia County Sheriff's Office a copy of all training files and certificates.
- f) Training records shall only be released to someone other than the affected employee by the Sheriff.

IV. ROLL-CALL TRAINING

Roll call training is utilized to keep deputies up-to-date between formal training sessions or disseminate information which may be specific to shift activities.

V. IN-SERVICE TRAINING

- A. All sworn personnel are mandated to complete at least 40 hours of in-service training every two years. This training consists of all training as designated by the New Mexico Law Enforcement Academy Division.
- B. All scheduled in-service training should be posted on all department bulletin boards at the earliest possible time prior to the training date, when possible. The Sheriff may assign personnel to in-service training or remedial training without department posting if the training is specific to the individual's job tasks, individual deficiencies, or when insufficient time exists to complete the posting procedure.
- C. The training division is responsible for locating, scheduling or making available such training which meets the mandates.

- D. Deputies can submit written requests to attend posted training opportunities utilizing the training form, VCSO 105. Requests will be submitted via the chain of command through the divisional lieutenant. The request will then be sent to the professional standards office to ensure all paperwork is complete. The professional standards office will forward the request to the Captain, Undersheriff, and the Sheriff. The Sheriff will review all requests and comments and select personnel for attendance based on department needs.
- E. In-service training is considered mandatory. If it is necessary for a deputy to miss a scheduled in-service training, a written notice will be submitted through the deputy's chain-of-command. This will assist in scheduling any necessary make-up training.
- F. It is the responsibility of the instructor to ensure that any lesson plans include a review of any appropriate policies.

VI. TRAINING PROGRAM

- A. Department personnel assigned to an instructor position should meet the requirements as specified by the New Mexico Law Enforcement Academy Division.
- B. Lesson plans and outlines created for department training will be approved by the training division and/or the New Mexico Law Enforcement Academy Division. Complete copies of lesson plans will be kept on file with the training division.
- C. Evaluation techniques are designed and used to measure competency in required skills, knowledge, and abilities.

VII. RECRUIT TRAINING

- A. Newly hired employee's will be trained and certified in accordance with the regulations set forth by the New Mexico Law Enforcement Academy Division. Upon successful completion of New Mexico Law Enforcement Academy Division requirements the employee will be required to successfully complete the department's field training program.
- B. Those deputies who do not require attendance at the academy will be assigned to the field training program for at least four weeks where they will be given instruction which includes agency policies, procedures, rules and regulations.
- C. To supplement this training, they may also be required to attend specific classes made available through the Valencia County Sheriff's Office. This ensures that all recruits regardless of their experience or training receive agency specific training.
- D. Curriculum provided to new recruits is based on requirements of the New Mexico Law Enforcement Academy Division and developed around the most frequent assignments of deputies. A variety of evaluation techniques have been designed to measure competency

in the required skills, knowledge, and abilities. These guidelines are set forth in the New Mexico Law Enforcement Academy Division Handbook.

VIII. CIVILIAN TRAINING

- A. Indoctrination will be given to newly hired civilian employees which covers the following:
 1. The department's role, purpose, goals, policies, and procedures;
 2. Working conditions and regulations;
 3. Responsibilities and rights of employees;
- B. This training will be the responsibility of the supervisor in the affected division. Any documentation of such training will be forwarded to the training division.
- C. Pre-service and in-service training are required for the following civilian positions, and documentation of such training shall be forwarded to the training division.
 1. Evidence technician - This training shall include the legal, safety and coordinative responsibilities of this position.
 2. Records technician - This training shall include the legal, procedural and equipment familiarization for this position.

IX. SPECIALIZED IN-SERVICE TRAINING

- A. Any employee who has functional reassignment or is promoted will receive specialized training through an department approved course of instruction for the specific area they are assigned.
- B. If the Valencia County Sheriff's Office develops any functions which require specialized training the training shall include:
 1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization;
 2. Management, administration, supervision, personnel policies, and support services of the function of component;
 3. Supervised on-the-job training.
- C. Personnel assigned to any specialized unit will have regularly scheduled training and readiness exercises.